County of Los Angeles
CHIEF EXECUTIVE OFFICE

WILLIAM T FUJIOKA
Chief Executive Officer

November 16, 2011

To: Mayor Michael D. Antonovich
        Supervisor Gloria Molina
        Supervisor Mark Ridley-Thomas
        Supervisor Zev Yaroslavsky
        Supervisor Don Knabe

From: William T Fujioka
        Chief Executive Officer

        Richard Sanchez
        Chief Information Officer

DATA SHARING OPPORTUNITIES AND REQUIREMENTS FOR ENTERPRISE-WIDE INFORMATION TECHNOLOGY PROJECTS – FINAL STATUS REPORT (ITEM NO.2, BOARD AGENDA OF FEBRUARY 8, 2011)

On February 8, 2011, on a motion by Supervisor Knabe, your Board directed the Chief Information Officer (CIO) and Chief Executive Officer (CEO) to report back with recommendations to facilitate and formalize data sharing opportunities and requirements for all future enterprise-wide information technology (IT) projects.

On March 24, 2011, the CEO and CIO submitted a report with the following recommendations:

1. Define and incorporate information sharing practices into CIO processes, including CIO Analysis, the County's IT Business Automation Planning (BAP) process, and departmental IT oversight;

2. Prepare and submit a Board policy to establish a Countywide Information Management Program; and

3. Establish an Information Sharing Advisory Committee comprised of stakeholder departments to develop a County Information Management Strategic Plan.

On June 10, 2011, the CEO and CIO provided a status update report stating that a draft policy to establish an Information Management Program will be reviewed with the recently established CIO Council and that information sharing requirements have been incorporated to the CIO's annual BAP process and also to the IT oversight activities.

This memorandum provides a final report on the status of the CEO and CIO's efforts to address your Board's Motion.

Countywide Information Management Sharing and Management Policy

In July 2011, the CIO convened an Information Management Advisory Committee to review a draft policy to establish a Countywide Information Management Program. This draft policy was also vetted with the CIO Council, an advisory body comprised of department Chief Information Officers/IT Managers. This draft policy is scheduled to be presented to the Audit Committee for their review on November 17, 2011. Upon Audit Committee approval, the CIO will prepare and submit *Board Policy 6.200 – Information Sharing and Management* to your Board for approval (Attachment A).

In the FY 2011-12 Supplemental County Budget, your Board approved a budgeted position for a Chief Data Officer to coordinate the implementation of a Countywide Information Management Program.

Updated CIO Analysis

The CIO has incorporated information sharing requirements into the County's BAP process and department IT oversight activities. Proposed revisions to the CIO Analysis, which accompanies each Board technology related request, will also be presented to the Audit Committee on November 17, 2011. Upon Audit Committee approval, *Board Policy 6.020 – Chief Information Office Board Letter Approval* will be updated to reflect the revised CIO Analysis (Attachment B).

If you have any questions, please have your staff contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or Chief Information Officer, Richard Sanchez at (213) 253-5600 or rsanchez@cio.lacounty.gov .

WTF:EFS:RS:cg

Attachments

c: Executive Office, Board of Supervisors
       County Counsel
       Audit Committee

Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
6.200	Information Sharing and Management Policy	00/00/00

PURPOSE

To establish a County Information Management Program supported by countywide policies to facilitate information sharing, improve coordination and delivery of services, and ensure the effective use of Information Technology (IT) and data-related assets.

REFERENCE

- Board of Supervisors Policy No. 6.100 – Information Technology and Security Policy
- Board of Supervisors Policy No. 7.100 – Identity Theft Prevention Program
- Board of Supervisors Policy No. 3.040 – General Records Retention and Protection of Records Containing Personal and Confidential Information
- Health Insurance Portability and Accountability Act (HIPAA) of 1996
- Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009
- Amended sections 114 and 315 of the Fair and Accurate Credit Transactions (FACT) Act of 2003

POLICY

There is a growing demand for the sharing and exchange of information across County programs, departments, and service clusters within established County privacy and security policies and standards in accordance with, but not limited to the Countywide Information Security Program Policy No. 6.100. The Chief Information Office (CIO) will establish a County Information Management Program that will collaboratively work with County stakeholders to:

- Develop and adopt an Information Management Framework to facilitate the development and adoption of a County Information Architecture, data standards, practices, and technologies;
- Develop and implement a governance process for data stewardship and managing the quality of County enterprise data;

- Provide advice to departments, agencies and or commissions of the requirement to utilize the Information Management Framework;

- Oversee and ensure the adoption of approved data standards and technologies; and

- Ensure alignment with the Countywide Information Security Program.

The County Information Management Program will establish County data standards and technologies to which departments shall adhere. Departments, at their discretion, may enhance the County data standards by defining additional data standards based on their business requirements.

RESPONSIBILITIES

Departments, Agencies, and Commissions:

Department Heads are responsible for ensuring appropriate IT use within their Departments.

Chief Data Officer, Chief Information Office:

The Chief Data Officer reports to the CIO and is responsible for the Information Management Program for the County. Responsibilities include:

- Collaborating with the County's various information sharing projects and initiatives to create an Information Management Strategy and to create data standards that facilitate Countywide information sharing and management.

- Collaborating with the Chief Information Security Officer (CISO) to ensure compliance with County privacy and security policies and standards, and alignment with the County Information Security Program and County Information Security Strategic Plan.

- Work with the CIO Leadership Committee and CIO Council to:

  o Develop an end-to-end approach for information management from intelligent data capture, to master data management, and data quality management;
  o Adopt a strategic approach to data governance, as well as develop and implement data sharing policies and standards; and
  o Identify opportunities to reduce information sharing project and operating costs using adopted data sharing and exchange standards, practices, and technologies.

- Evaluating, designing, and implementing common technologies and information management best practices that maximize County investments and reduce project and operating costs.

Department IT Management/CIO:

Department IT management shall be responsible for organizational adherence to Countywide technology and information management policies. Where appropriate, Department IT Manager or CIO will designate an individual(s) who will work collaboratively with the Chief Data Officer to develop and implement data standards, practices, and

technologies.

Policy Exceptions:

Requests for exceptions to this Board policy shall be reviewed and approved by the CIO and CISO with notification to the Board of Supervisors. Departments requesting exceptions shall document and submit their requests to the CIO. The request should specifically state the scope of the exception along with the justification for granting the exception, the potential impact(s) and risk(s) granting the exception, costs, and timeframes for complying with the policies set forth herein. The CIO shall review such requests and confer with the requesting department. CIO will notify the Board of Supervisors of any and all exemptions granted for this policy.

RESPONSIBLE DEPARTMENT

Chief Information Office

DATE ISSUED/SUNSET DATE

Issue Date: December 1, 2011   **Sunset Date: November 31, 2016**

Chief Information Office
CIO Analysis

NUMBER:	DATE:
CA xx-xx	Enter a date.

SUBJECT:

Board Letter Subject/Title

RECOMMENDATION:

☐ **Approve**   ☐ **Approve with modification**   ☐ **Disapprove**

CONTRACT TYPE:

☐ **New contract**
☐ **Amendment to Contract #:** Enter contract #.

☐ **Sole Source**
☐ **Other:** Describe contract type.

CONTRACT COMPONENTS:

☐ **Software**
☐ **Telecommunications**

☐ **Hardware**
☐ **Professional Services**

SUMMARY:

Department executive sponsor: Click here to enter text.

Description: Click here to enter text.

Contract amount: Enter contract amount.   **Funding source:** Enter funding source.

☐ **Legislative or regulatory mandate**   ☐ **Subvened/Grant funded:** Enter %

Strategic and business analysis	PROJECT GOALS AND OBJECTIVES: Has a project charter been established and a business justification made? Are project goals and objectives clearly described? Are they reasonable?
	BUSINESS DRIVERS: Have business drivers been clearly defined and communicated? Are they reasonable?
	PROJECT ORGANIZATION: Are project sponsors identified and is project governance established?
	PERFORMANCE METRICS: Describe how project success will be determined.
	STRATEGIC AND BUSINESS ALIGNMENT: Describe alignment with business objectives and CIO Strategic Directions.
	PROJECT APPROACH: COTS vs. custom developed. Phased vs. big bang implementation.
	ALTERNATIVES ANALYZED: Click here to enter text.

Technical Analysis	ANALYSIS OF PROPOSED IT SOLUTION:
	Provide analysis of proposed IT solution in terms of alignment with CIO Strategic Directions, as well as programmatic considerations, e.g. information security, information sharing opportunities, consideration for strategic sourcing, etc.

Financial analysis

BUDGET:

One-time costs
Hardware............................	$ Enter amount.
Software	$ Enter amount.
Services...............................	$ Enter amount.
County staff	$ Enter amount.
Total one-time Costs:	$ Enter amount.

Ongoing annual costs:
Hardware............................	$ Enter amount.
Software	$ Enter amount.
Services...............................	$ Enter amount.
County staff	$ Enter amount.
Annual ongoing costs:	$ Enter amount.

Describe assumptions and financing methods, as applicable.

Risk analysis

RISK MITIGATION:

1. Describe risk in terms of probability, impact and mitigation measure(s).

CIO Approval

PREPARED BY:

_____   _____

Name, Sr. Associate CIO   Date

APPROVED:

_____   _____

Richard Sanchez, County CIO   Date

Please contact the Office of the CIO (213-253-5600 or info@cio.lacounty.gov) for questions concerning this CIO Analysis. This document is also available online at http://ciointranet.lacounty.gov/